

JEFFERSON COUNTY
METAL MINE DISBURSEMENT
GRANT PROGRAM

Application Guidelines
December 2006

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Introduction

The Jefferson County Metal Mine Grant program is designed to assist the County Commissioners in making decisions on Grant application requests. Grant funds in this account are available due to the Metalliferous Mines License Tax paid by the Golden Sunlight Mine and Montana Tunnels Mine over the past years. The Montana Code Annotated (MCA) 15-37-117, 7-6-2225, 7-6-2226, and 20-9-231 governs the use of these funds.

The Jefferson County Commissioners are the final approval authority for all expenditures of the Metal Mine Fund and for Grant requests submitted for funding. The focus of this grant program is economic development in Jefferson County that will assist with minimizing the economic impact with the eventual closure of the mines.

Metal Mines Committee

Purpose: The Metal Mine Committees (MMC) are advisory committees consisting of citizen volunteers to assist the Jefferson County Commissioners by making recommendations for funding of all metal mine grant and loan projects that will directly or indirectly enhance economic development in Jefferson County.

Committee Selection: The Commissioners will appoint two committees consisting of five (5) individuals each to assist with the management of the Metal Mine programs in the county. Metal Mine Committee South (MMCS) consists of individuals who reside in the Whitehall High School District and Metal Mine Committee North (MMCN) is comprised of individuals who reside in the Jefferson High School District. Individuals selected for each committee will reside in the respective areas and be volunteers who have a desire to positively influence the economic development of this area.

To set up or fill vacancies on the Metal Mine Committees, the Commission will advertise in the local newspapers for two weeks seeking volunteers from the community. People interested in being on the committee must submit a letter detailing their interest and qualifications by a specified deadline. The Commission will review all applications submitted by the deadline and select the Committee members. Each committee will consist of volunteers that reside in the local school district. The Metal Mine Committee North will be made up of two (2) representatives from the Clancy/Montana City area, one (1) from the Jefferson City area and two (2) from the Boulder area.

Each committee will have a designated chairperson appointed by the Commission to act as the primary point of contact for the committee and be responsible for presenting committee recommendations to the Commissioners. A County Commissioner will be designated as the program liaison and participate in all Metal Mine Committee proceedings as a non-voting member of the committee to keep the continuity of information flow to the other commissioners.

Funding Application Process: Applications for the metal mine grants and loans are available at the Commission office in Boulder, Montana or through the Jefferson Local Development Corporation (JLDC) office in Whitehall, Montana.

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Each committee will review all grant applications in detail and make recommendations to the Commissioners based on proposals that meet the established criteria. The grant evaluation sheet (Appendix B) will be used by each committee member to evaluate proposals. A consolidated evaluation sheet will be filled out and attached to the grant application and presented to the County Commissioners with a recommendation for either support or non-support of the proposed grant.

Committee members who have a personal vested interest either directly or indirectly or who have a conflict of interest in the project will disqualify themselves from the evaluation process. A Committee quorum consists of three committee members for the purpose of conducting Metal Mine Disbursement Committee business.

The final authority for grant approval rests with the Commissioners.

Grant Funding Level

The funds for the Grant program will be retained under the County Treasurer and will be disbursed at the direction of the County Commissioners. The grant program is currently funded at \$30,000 per year in the Whitehall School District area and \$50,000 is funded in the Jefferson High School District. The committee will recommend the exact amount of the grant funding level each year. Final authority for grant funding level rests with the County Commissioners. Any monies not expended during a given cycle will be available in a subsequent cycle. The County Treasurer will track and monitor grant expenditures and balances.

Grant Funding Criteria

Grant Applicant must:

1. be a 501 (c) organization, exempt governmental unit, or a non-profit organization proposing a project, which will directly or indirectly enhance economic development in Jefferson County.
2. match funds 1:1 with documented other funds and/or in kind donations.
3. demonstrate project is started within one year of award and is completed within two years.
4. submit (6) complete applications and supporting documentation by established deadlines.

Grant Application Procedures

The grant application in Appendix A must be completed and submitted along with six (6) additional copies to the Jefferson County Commissioners in accordance with the following time schedule. Commissioners will review applications and incomplete applications or applications that do not meet the criteria will be returned with a written explanation after the closing date.

1. Application submission timeline:

SUBMIT APPLICATION BY	COMMITTEE REVIEW	COMMISSIONER REVIEW	AWARD DATE
1 March	March	April	April
1 July	July	August	August

2. The MMC will make a recommendation to the County Commissioners, who will make the final decision on the grant application. In the event the County Commissioners, with good cause, revises the recommendations of the committee; the County Commissioners will prepare a written finding describing the rationale for the alternative decision.

3. Annual grant funding levels that are established may be fully disbursed during the April cycle. If this occurs, no further grant funds will be available during the August cycle. Grant funds not expended during the April cycle will be available for disbursement in August. Should grant funds still be available at the end of the year, they will be carried into the next grant cycle.

4. Previous grants under this program must be closed with Jefferson County to be eligible for a new grant.

5. Grant requests contingent on approval of lease(s), land contract, financing, or other obligations, must have these items finalized to be eligible for grant funding.

6. Applicants should be aware that in most cases it might take from 2-4 weeks after a decision to award a grant has been made before any funds will be received.

Direct and Indirect Economic Benefit

The intent of this grant program is to assist not for profit entities, with funding gaps, in projects that will directly or indirectly enhance the economy of Jefferson County. Applicants for grants must clearly show how their proposed project will be a positive addition to the area and influence the economic vitality and quality of life of the residents in Jefferson County. Local contractors and services must be utilized to the maximum extent possible.

Matching Funds

1. As a part of the application process the applicant must identify the source and use of funds that will be contributed to the project. To be eligible for this grant the applicant must show participation of at least one non-grant dollar for each grant dollar requested. The non-grant dollar match may come from a variety of sources such as other loans, grants, in-kind donations, or (use standard labor rates identified below) or other tangible assets valued at fair market value.

In-kind Donations:

- a. Hourly wage rate for manual labor is up to \$15.00 per hour.
- b. Hourly wage rate for professional services (legal, accounting, etc.) is up to \$40.00 per hour.
- c. Hourly wage rate for usage of donated equipment, which includes an operator, is as follows.

Move/Out Charge:	\$150 Flat Rate
Excavator:	\$80/hr
Dozer (D-6 size)	\$90/hr
Trucking (w/tractor/trailer)	\$3.50/loaded mile or \$80/hr
Dump Truck:	\$60/hr
Skid Steer:	\$50/hr
Shop Truck:	\$45/hr
Water Truck:	\$45/hr
Grader:	\$85/hr

2. Matching in-kind donations must be committed within the approved grant period or up to six months prior to the approved grant date. In-kind grant matches must be identified in the grant application to be eligible for reimbursement.
3. Matching funds or in-kind donations can only be applied once to any grant.
4. Applicants must not incur costs or obligate funds, which may be anticipated from this grant, prior to receiving written notice from the County Commissioners that the grant will be awarded.

GRANT CHANGES

Any modification to an approved grant award needs to be reviewed by the Metal Mine Committee and approved by the county commissioners. Changes from the original submitted grant packet are discouraged.

Appendix A

GRANT APPLICATION FORM

1. APPLICANT INFORMATION.

- a. Organization: _____
Address: _____ Telephone Number: _____

- b. Contact Individual: _____ Telephone Number: _____
Address: _____

- c. Contact Individual Relationship to Organization: _____

2. ORGANIZATION INFORMATION.

- a. Number of Years Organization has Been Established: _____
- b. Type of Organization: 501 (c) _____ Government _____ Non-Profit _____

3. PROJECT PLAN.

- a. Requested Grant Amount: _____
- b. Project Description. (attach separate sheet)
- c. How will Project Directly/Indirectly Enhance Economic Development in Jefferson County? (attach separate sheet)
- d. Projected Start-up Date: _____ Projected Completion Date: _____
- e. Date Funds are Needed: _____
- f. Project Budget Worksheet: (include source and use of funds)
- g. Matching Funds or In-kind Donations: (must equal dollars of grant request)

	Source	Amount
(1).	_____	_____
(2).	_____	_____
(3).	_____	_____

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4. PROJECT ADDITIONS: (If applicable)

- a. Number of FTE Positions Created: _____
- b. Number of Full-time Positions Created: _____ Part-time Positions Created: _____
- c. Number of Seasonal Positions Created: _____
- d. Estimated Dollar Addition to Jefferson County Tax Base: _____

As the responsible authorized agent of _____ (name of applicant), I (we) hereby submit this Metal Mine Grant Application. The information presented in this application is, to the best of our knowledge, true and accurately represents the proposed project. I (we) understand additional information may be required.

Signature

Typed Name/Title

Signature

Typed Name/Title

Date: _____

Instructions:

1. (a) Name, address, and telephone number of organization requesting grant funds.
(b) Name, address, and telephone number of individual representing the organization.
(c) Document position of individual representing the organization. (letter, resolution, etc.)
2. (a) Self-explanatory.
(b) Document status of organization. (IRS letter, charter, etc.)
3. (a) Dollar amount requested.
(b) Detailed description of proposed project.
(c) Description of how project will enhance economic development in Jefferson County.
Provide details on how projections were obtained and assumptions that were used.
(d) Planned project start date and projected completion date.
(e) Date funds are required.
(f) List all sources of dollars and in-kind donations used to match grant on a 1:1 basis.
Provide supporting documents such as copies of letters, other grants, donations, etc.
(g) Provide a project budget worksheet that shows source and use of funds
4. (a) Document FTE (full-time equivalents). Based on 40 hours per week. Add total hours of all full, part-time, and seasonal positions created and divide by 40 hrs/week. Divide this total by 52 weeks/year to get FTE total.
(b) Provide a breakout of full/part-time positions expected to be created.
(c) Estimate the value the proposed project adds to the Jefferson County tax base.

Appendix B

GRANT EVALUATION FORM

The following criteria will be used to evaluate the merits of a Grant proposal request. A consolidated evaluation form from all committee members will be attached to the grant application form presented to the Jefferson County Commissioners for final approval of the Grant. The total number of points available will be 100.

Grant Project Description: (1-10 points) _____

Grant Project Proposal Packet (1-5 points) _____

Grant Project Viability (1-10 points) _____

Direct/Indirect Economic Benefit (1-25 points) _____

Matching Funds and/or in-kind donations (1-10 points) _____

Overall Community Benefit (1-15 points) _____

Number of FTE Equivalents Created (1-10 points) _____

Estimated Value of Tax Base Addition (1-10 points) _____

Project Budget Worksheet (1-5 points) _____

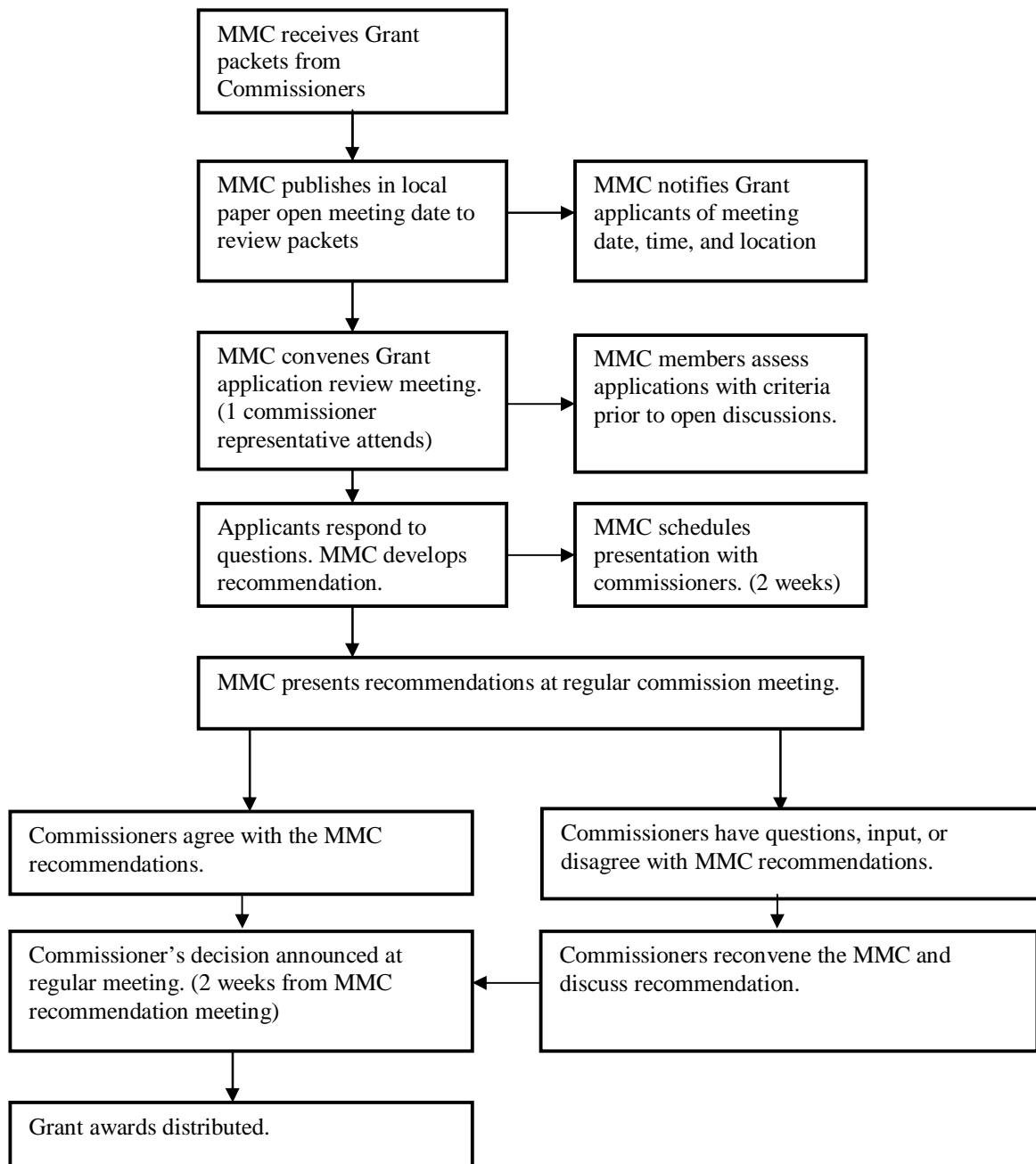
TOTAL POINTS _____

Recommendation: **Approval**_____ **Disapproval**_____

Appendix: C

GRANT REVIEW PROCESS

Purpose: Implement a process that flows smoothly for the awarding of Metal Mine Grant money. Process allows for public input and comment as well as a mechanism for the County Commissioners to reconvene the Metal Mines Committee for further discussion on the recommendation.



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1. The packets will be forwarded to the MMC from the County Commissioners with any additional information or guidance to the committee. The MMC will establish a date, time, and location for review of the packets. A press release in the local newspaper will announce the specifics of the meeting so the public can attend and observe the process. Applicants will be notified of the meeting date, time, and location and one (1) designated spokesperson is expected to attend the meeting to answer questions.
2. Each MMC member will complete a criteria evaluation sheet for each proposal prior to open committee discussion. This will establish an initial subjective evaluation start point for each committee member.
3. A commissioner will be present at the meeting as an observer to gather information. MMC members will analyze each proposal and discuss each application and adjust their evaluation sheets based on information submitted. Any questions the committee may have will be directed toward the application spokesperson. The MMC member evaluation sheets will be consolidated and a committee overall score will be developed. The packets will be rank ordered based on the consolidated committee score.
4. Discussion on actual dollar amounts to allocate toward each project will occur starting with the committee number one priority. The MMC will allocate the total amount of all Grant funds available and finalize a recommendation to be presented to the commission. Any special stipulations will be identified and included in the proposed recommendation. The proposed recommendation and scheduled commission meeting presentation will be published in the local newspaper.
5. The MMC will schedule a formal presentation with the county commissioner's at the next available open meeting. This will probably take two weeks to get on the normal commissioners meeting agenda.
6. The MMC will present their recommendation to the commissioners at a regular meeting. This will allow for any additional open discussion on the proposed applications. The commissioners will defer their grant award decision for two weeks and announce their decision at a regular commission meeting.
7. If during this two-week review process the commissioners have issues, questions, or additional information that may impact the committee recommendation, they will reconvene the committee for further discussion. This meeting will probably occur during the commissioner's Tuesday morning administrative meeting. This will allow the commissioners an opportunity to meet with the MMC two additional times before making a final decision.
8. The commissioners will present their Grant award decision at a regular commission meeting.

Appendix D.

Grant Disbursement Procedures

Purpose: To assist successful grantee's with uniform procedures for obtaining grant disbursements. Specific questions on the disbursement process should be addressed to the Jefferson County Clerk and Recorder.

1. All requests for grant disbursements will be processed through the Jefferson County Clerk and Recorder, Box H, Boulder, MT 59632. All disbursements will be into the specific account number of the organization being awarded the grant or be disbursed directly to a vendor with an approved expenditure for a specific grant.
2. All requests for grant disbursements must have an invoice or receipt submitted that complies with the initial grant application plan. Any deviations to the initial grant expenditure plan that have not been previously approved will not be reimbursed.
3. Submit the Matching Funds Form on page 14, Appendix D, with the request for reimbursement. All matching funds or in-kind donations must be accrued during the grant period or within six months prior to award of the grant. All in-kind donations must use the rates established in the matching funds section of this grant program.
4. Matching funds or in-kind donations may be applied to only one grant and no used again for subsequent grant requests.
5. The Disbursement Form on page 13, Appendix D, will be use to track grantee expenditures and disbursements.

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Disbursement Form: (attach with request for reimbursement)

Name and Address of Grantee:

Activity Budget	Amount Budgeted	Prior Expenditures	Remaining Draw	Amount Requested
<i>Architect/Engineering</i>				
<i>Construction/Renovation</i>				
<i>Supplies</i>				
<i>Other: Please Describe</i>				
Total Activity Budget				
<i>Percent of Project Completed</i>				
		Local Certification		
<i>Date:</i>	<i>Signature:</i>			<i>Title:</i>
<i>Date:</i>	<i>Signature:</i>			<i>Title:</i>
		County Certification		
<i>Expenditures Meet Requirements</i>		<i>Approved by:</i>		
Financial Numbers Correct		<i>Title:</i>		
Signatures Correct		<i>Date:</i>		
Invoices Attached				

Matching Funds Form: (attach with request for reimbursement)

Date	Person, equipment or item donated	Task Performed	Hours	Billing Rate	Total Value